

**Vendor questions and Shelby County Government responses**  
**The deadline for submitting questions was April 11, 2014.**

# **Request for Proposal**

## **Shelby County Government**

### **Purchasing Department**

**160 N. Main, Suite 900  
Memphis, TN 38103**

***Issued: April 1, 2014***  
**Due: April 21, 2014 no later than 3:00 P.M. (Central Standard Time)**

### **RFP #14-003-50 Gender Base Outpatient Drug Mental Health Treatment (Shelby County Drug Court)**

#### **Questions and Responses:**

1. If your agency is located in a commercial office building (renter) do you still need insurance coverage for
- a. Premises/operations
  - b. Explosion, Collapse, & Underground Property Coverage
  - c. Products/Completed Operations
  - d. Contractual
  - e. Independent Contractors
  - f. Broad form Property Damage
  - g. Personal Injury and Advertising

**Response:**

Yes, this is required on all providers doing business with the county.

2. Do you have to have automobile insurance coverage if you do not have agency automobiles?

**Response:**

No, this is not necessary for the outpatient RFP since the provider will not transport.

3. In section XI Proposal Submission does not mention single or double spacing for the document. Can you please clarify single or double spacing for vendor proposal?

**Response:**

Double spacing

4. Is there a limit on page numbers?

In the RFP there is mention of a 12 to 18 month program but this RFP is for 12 months. How do you want me to address the discrepancy, please?

**Response:**

You will see on page 13 that Phase 4 services are the same regardless of whether a client is 12 or 18 months in the program. This should not affect the services or cost of the proposal.